

OFFICE OF GENERAL SERVICES

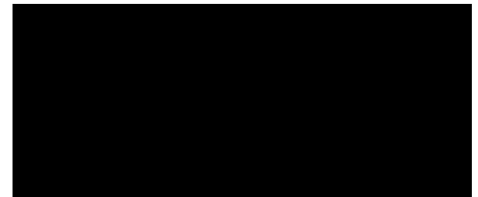
REPORT OF OPERATIONS

FROM: Chief, Records Management & Distribution Branch 3 March 1953
TO: Chief, General Services
SUBJECT: Monthly Report of Operations for the period ending 28 February 1953

A. Personnel

On Duty Vacancies In Process

Office of Chief
Rcds. Mgt. Section
Rcds. Center Section
Mail Control Section



1. No. on leave three days or more:

25X9A2

Rcds. Mgt. Section 3
Mail Control Section 6
Records Center Sec. 5

2. No. on special detail out of office 2. How long?

Records Mgt. Section - 1 Full Month
Records Center Sec. - 0
Mail Control Sec. - 1 Full Month

3. Where: One Records Analyst to Jackson Commission
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section - 0
Records Center Section - 1
Mail Control Section - 14

25X1A9a

5. Specific cases on item 4 not in previous reports

Couriers

6. New applicants interviewed 4. Recruited by Personnel 3
Recruited by this office 1.

Document No. 008
NO CHANGE in Class. ☐
DECLASSIFIED
Class. CHANGED TO: TS S C
DEA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 24 Apr 78 By: 008

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B. Administration and Problems:

Records Management Section-In December, one of the legal staff members in the Office of the General Counsel requested the assistance of the Records Management and Distribution Branch in reorganizing their files. In a further discussion of the problem this week, our representatives were referred to a girl who maintains a file, consisting of two cabinets, for one office. In the discussion it developed that she is concerned only with this one file and that she has rather fixed ideas as to what needs to be done. While no commitment has yet been made, it is not planned to take any action unless approval is given by the Chief of the Office for a survey which would take in all files of the Office. Any assistance given by this office after the survey would be on the basis of our recommendations approved by the head of the office. From a Records Management viewpoint, there is nothing to be gained by using our analysts as clerical assistants in setting up small files for secretaries who will have the final decision as to systems employed.

Colonel Grogan of the Historical Staff was experiencing difficulty in servicing the newspaper and magazine clippings maintained in his office. Upon his request, an analyst from this Branch reviewed the material and developed an acceptable plan for filing and finding the daily accretions of clippings. The plan will be installed and personnel trained in its use early in March.

A representative of the Department of State was contacted in order to discuss means for simplifying and expediting State Department approval for Agency personnel to examine "restricted access" materials maintained by the National Archives for the Department of State. Previously, a letter was written to the Department of State requesting approval for each case. Upon receipt of a reply, another letter was written to National Archives requesting access to the material and indicating State Department approval had been given. In the future a letter addressed to the National Archives will be routed through the Department of State for approval and forwarded by them to the National Archives.

Tentative deposit schedules for Vital Materials have now been established for the Office of Personnel, Office of Inspection and Security, and OCD/IR. Three Personnel Office records, previously microfilmed periodically for vital materials deposits, will be deposited by ~~direct means~~ in the future..

use of original or copies of documents
The Forms Control Function and the development and maintenance of a standard Agency Correspondence system was transferred from O&M Services to General Services. As a result of this change, Mr. [REDACTED]

[REDACTED] who handled the form work for O&M Services, transferred to the Records Management & Distribution Branch.

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Mail Control Section-Arrangements were made to provide courier service for the after-hour delivery and pick-up of material at the homes of the Director and Deputy Directors.

Responsibility for servicing the FI Post Office boxes was assumed by the Mail Control Section.

A system to expedite the delivery of mail in the I, J, K, & L Buildings was started this month . All mail originating in, and addressed to, the offices in these buildings is now handled internally. Previously, mail from L Building to I, J, & K was picked up on the courier shuttles and delivered on the next trip an hour later.

Starting this month, the messengers stationed in Quarters I are also servicing the Recreation and Services Building. This was made practicable when the new ramp connecting these buildings was placed in service.

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See APPENDIX A Jan. Report

C.

PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office
of the Director:

Editing and typing of the report and exhibit in
final form is now in process. The report will be
submitted in March.

*nothing proposed back
(noted
aml)*

Project 2-53 - Installation of the Agency filing system
and correspondence control system in PS&O:

In the Office of P&S, the Correspondence Control
System and the Subject Numeric System of Classi-
fication and Filing have been installed in the
Transportation Division, Supply Division, Purchase
Division, and Office of the Chief of Procurement
and Supply Office. Real Estate and Construction
and Coordination and Requirements are the Divisions
in which the systems have not been installed. In
checking back with the Divisions where the systems
have been installed, they report that it is saving
them time and doing away with many duplicate copies
of correspondence.

Project 3-53 Preparation of a comprehensive schedule
for the disposition of fiscal records.

No progress this month.

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MONTHLY REPORT - MAIL CONTROL SECTION

February 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. <u>Incoming Mail:</u>		
(a) Delivery by Post Office	17,082	156,133
(b) Picked up from Post Office by Courier	2,938	19,548
(c) Picked up from City by Courier	4,466	30,364
(d) Letters:		
Reviewed	4,562	44,867
Recorded	373	3,597
(e) Undeliverable (held in Mail Room)	38	38 ✓
2. <u>Outgoing Mail:</u>		
(a) Pick up by Post Office	9,758	90,964
(b) Deposited in Post Office by Couriers	14,004	120,953
(c) City deliveries	6,368	47,031
(d) Penalty indicia used		
(1) CIA	2,468	18,827
(2) [REDACTED]	5,086	43,438
(3) SSU	4	26
(e) Postage expended	\$3,086.14	\$26,366.81
3. <u>Courier Service</u>		
	938	7,432½
(a) Scheduled Trips		
(b) Special Trips - within Agency	198	751
(1) Delivered by foot	110	473
(2) Delivered by vehicle	88	278
(c) Other Agencies	114	723
(d) Trips outside area	5	33
(1) Total time	51 hrs. 35 min.	97 hrs. 05 min
4. <u>File Activity:</u>		
(a) Checking courier receipts	18	277
(1) Total time	6 hrs. 25 min	51 hrs 55 min
(b) Request for Administrative Files	12	166
(1) Requests filled	8	113
(2) Requests unfilled	4	43
5. <u>Recruitment</u>		
(a) Couriers	3	15 **
(b) Mail Clerks	1	4
(c) Messengers	1	3
6. <u>Separations:</u>		
(a) Couriers	1	11
(b) Mail Clerks	0	1
(c) Messengers	1	2

* The figures in this column will revert to 0 at the beginning of each fiscal year.

** Adjusted figure

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MONTHLY REPORT - DISTRIBUTION

		<u>THIS MONTH</u>		<u>TO DATE *</u>
		1952	1953	
1.	<u>INTELLIGENCE & INFORMATION REPORTS</u>			
a.	Request for Supplemental Distribution			
b.	Intelligence Reports:			
	Received (Copies 3890)	358	312	2237
	Distributed (Copies 1690)	2599	200	6852
	Returned " 205	366	625	6126
		1132	106	3575
c.	Information Reports			
	Received (Copies 3418)		3418	16904
	Distributed (Copies 1585)	821	1266	10210
2.	<u>ADMINISTRATIVE ISSUANCES</u>			
a.	Request for Supplemental Distribution		55	415
b.	Regulations			
	(1) Initial Distribution			
	(Copies 2014)	3	4	38
	(2) Supplemental Distribution			
	(Copies 995)		980	4768
c.	Notices			
	(1) Initial Distribution			
	(Copies 28286)	9	14	128
	(2) Supplemental Distribution			
	(Copies 589)		40	1529
d.	Other			
	(1) Initial Distribution (Copies 19645)	2	4	14
	(2) Supplemental Distribution			
	(Copies 43)		11	385

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

** The July through September total of information reports received is included in the total of Intelligence Reports received

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MONTHLY REPORT - RECORDS CENTER

FEBRUARY 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Records Storage (all figures in cubic feet)		
(a) Received	365	1157.2
(b) Destroyed	34	70
(c) Storage Space: (Total)	6400	
Records	2923	
Dist. Material	3167	
Committed	310	
Available	0	
2. <u>Records Reference</u>		
(a) Service Requests	145	933
(b) Items on Requests	510	7069
3. Inter-Agency Reference Service		
(a) Requests	6	20

* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MICROFILM PROJECTS
FEBRUARY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
 1. <u>Projects Pending</u>		
a. Entire Records Group	6	_____
b. Record Group Accretions	4	_____
 2. <u>Projects in Process and Completed</u>		
a. Entire Records Group		
(1) In Process	1	
(2) Completed	5	39
b. Record Groups Accretions		
(1) In Process	2	
(2) Completed	2	26
c. Images Filmed (Total)	73,738	1,051,285
(1) Rotary Camera	43,871	666,943
(2) Flatbed Camera	29,867	383,442
d. Reels (100 ft.)		
(1) In Process	14	
(2) To Be Reviewed	0	
(3) Reviewed	25	846

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E.

See APPENDIX C Jan. Report

WORK IMPROVEMENT PROJECTS

Project 1-53 - Rearrange and properly index distribution material.

85% complete.

Project 2-53 - Refile unbound information reports in properly indexed folder.

85% complete.

Project 3-53 - Conversion to the revised card in the Intelligence Report inventory control file.

10% completed.

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